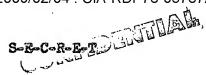
S-E-C-R-E-T

CONTRACTOR

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Subject	: Intelligence School Weekly Repo 31 October through 6 November 1		
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I.	and representation of the state		
II.	OTHER ACTIVITIES:	: 73 8 😉	25X
	A. Management Training Date:	3-10-78 By: 85	20/
÷	(1) Basic Supervision #35 for CS assecond week. students are enre		05)
	(2) Rasic Management #38 (GS-13 to completed the course.	o GS-15) ended on 1 November.	25 >
	B. Intelligence Orlentation		
	(1) The first week of Intelligence Orientation #15 anded on Friday, 1 November.		25X1
	(2) has delivered two Orientation lectures in 117 Central Building during the past week. The first was the weekly Orientation Briefing for new employees; the second was		25X
	the Dependents Briefing.		25X1
		with	•
	to coordinate the production of two ter Incentive Awards Exhibit.	Incentive Awards Committee, apprary additions to the	25 X
	(4) During the present running of have been shown on an optional basis do	uring the noon hour. ast, Africa, Far East,	25X
	C. Intelligence Production		•
	(1) On 4 November lectricism tie regions of East Asia for the 1	ured on land-form and LAS course.	

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25X1

(2) A detailed lecture outline for the new Intelligence Research Techniques course, including recommended exercises and activities, has been completed by based on earlier ones prepared by Before	25X1
work is begun on the datails of exercises, copies will be distributed for comments. This course is to be given in early January for OSI personnel.	25X1
(3) At the request of the DIR, met last week with Acting Chief/SIC, to outline his ideas on	25X1
presentation techniques for a proposed standard briefing to be offered to foreign VIP's visiting the Agency. The subject matter, was reviewed, as well as the problems	· 25X1
apparent in a project of this nature. D. Operations Support	25X1
(2) received a memorandum from the Acting	
Chief, WE, stating that at the Training Officers' meeting on 3 October. OTR indicated that it was considering giving the	
Administrative Procedures course to all clericals after their assignment to the Division but before they actually arrived for duty. The matter of clericals receiving ND/P administrative instruction before going on the job has been under discussion for several years. If this suggestion should become a fact, it is felt that a specialized course should be set up to meet this	25X1
need.	25X1
(3) On 28 and 29 October attended the Comptroller's conference of Division Budget and Fiscal officers. The conference considered the many support problems of the Budget and Fiscal officer. considered this conference a definite success and feels much good was accomplished by bringing together the personnel who represent such a major proportion of the Agency's operations support.	

(4) Two new movies "13 Rue Madelaine" and "House on 92nd Street" were used for the first time in Operations Support #28. Roth tests on these films were given on a trial basis. The students had some difficulty with "13 Rue Madelaine" due to their inexperience with the manner of testing. "House on 92nd Street," however, was used later in the course and proved satisfactory to both the students and the faculty:

Approved For Release 2009/02/04 : CIA-RDP78-05787A000300030156-1	25X1
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(5) discussed the functions of the Deputy Director (Coordination) with	25X1
that Office in connection with lecture on CIA	25X1
organization. will receive additional briefing from when the DD/C actually begins functioning under an NSC directive.	25X1
(6) The informal survey of training needs in the Office of Personnel was insugurated recently by through an interview with Chief, Personnel Procurement Division. Principal attention is being focused on training requirements which are unique to the Office of Personnel, and the methods and materials to be utilized in	25X1
meeting these special needs.	25X1
(7) Executive Officer, Office of Personnel, attended the "Personnel Procedures" session of Operations Support #28. He evaluated this three-hour session from the standpoint of an overseas personnel or administrative officer. He plans to confer with this week relative to the	25X1 25X1
(8) A meeting of Supply and Transportation Divisions and	25X1
Logistics Training Officers was attended by on 30 October for the purpose of obtaining and coordinating material to be incorporated in the lecture on Logistics to be	
given byin the Operations course on 13 November.	25X1
(9) contacted to discuss the	25X1
"Supply Handbook for Field Case Officers." It was recommended by and approved by that copies of the manual be sent to for the students to study prior	25X ²
to the Logistics lecture on 13 November. recom- mended that this lecture be given on a continuing basis in the Operations course, and further that it be considered as an addition to Operations Familiarization.	25X1
(10) The Chief of Overseas Training reports that the	
Supply Bandbook for field case officers has been reviewed by that office with favorable comments. The manual will be made available to overseas personnel on a request basis.	
E. Clerical Training	25X1
(1) During the week of 28 October there were people in Clerical Induction Training. Of these, were entering class for the first time. During the same period, there were	25 X 1

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•	(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the	.25X1
	week of 28 October were as follows: of people tested in shorthand, qualified; of tested in typewriting, qualified.	25 X 1
	(3) The results of the official Agency tests administered	25X1
	by Clerical Refresher to on-duty Agency clerical employees on	25X1
	which were as follows: of people tested in shorthand, qualified; of tested in typewriting, qualified.	25X1
	(4) During absence, will be in	25X1
	charge of Clerical Orientation and Clerical Refresher activities; will be in charge of all activities relating to	25X1
	Clerical Induction.	25X1
	F. OTR Orientation Officer	25X1
	(1) On 4 November the CIA Introduction was held for persons.	25X1
	(2) The Dependents Briefing was presented on 5 and 6 November for wives going overseas	25X1
	gave the lecture on intelligence.	25X1
	(3) The scheduling of the 16 speakers who are to participate in the Forty-Third Class of the Strategic Intelligence School has been completed, and a memorandum is being prepared for the DIR's signature.	
III.	PERSONNEL NOTES:	25 X 1
	(A) who has been assisting the Management Training Faculty since 19 August, returned to his office on Monday, 4 November.	25X1
	(B) is enrolled in the Operations Familiarization course and will be in training through 13 December.	25X1
	(C) will be on two weeks annual leave beginning Monday, 4 November.	25 X 1
	(D) will be on wacation until 25 Wovember.	25 X 1

Deputy Chief, Intelligence School